

Kirklees Directorate for Children & Adults

**THE FEDERATED GOVERNING BODY OF KIRKROYDS INFANT AND WOOLDALE JUNIOR SCHOOL**

Minutes of the meeting of the Governing Body held at 7:00 pm at Wooldale Junior School on Tuesday, 12 September 2017.

Present:

Miss D Whiteley (Chair), Mrs C L Armitage, Mrs V Baldwin, Mr S Cressey, Dr L Fleming, Mrs G Holden, Mr S Talbot, Canon J S Robertshaw, Mrs R Starrett, Mrs C Wood

In Attendance:

Miss D Letremy (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who / by
<b>Procedural</b>		
498.	<p><b><u>Election of Chair</u></b></p> <p><b>RESOLVED:</b> Prior to the meeting the Governing Body determined that:</p> <ul style="list-style-type: none"> <li>(i) Nominations would not be accepted from Governors not present at the meeting.</li> <li>(ii) The term of office of the chair would be for two years.</li> <li>(iii) That a tie would be resolved by a vote</li> </ul> <p><b>RESOLVED:</b> The Governing Body nominated Miss Whiteley as Chair.</p>	
499.	<p><b><u>Apologies for Absence, Consent and Declaration of Interest</u></b></p> <p>Apologies for absence were received from Mrs L Caunce, Mr S Rodgers and Mrs M White, all with consent.</p> <p>Canon Robertshaw gave advance notice that he would have to leave the meeting shortly but will return before the end of the meeting.</p> <p>The Head Teacher informed Governors that Mrs Caunce has today confirmed that she would like to resign due to current work commitments.</p> <p><b>ACTION:</b> Mrs Caunce to submit a formal letter of resignation.</p> <p>There were no declarations of interest noted.</p> <p><b>RESOLVED:</b> The Governing Body confirmed that their protocol on apologies and consent would be to give to consent to all apologies received in advance by the Chair (or Committee Chair) or the Head teacher.</p>	LC

	<p>A copy of the NGA Code of Practice had been distributed to Governors in advance of the meeting.</p> <p><b>RESOLVED:</b> The Governing Body approved the Governors' Code of Conduct and signed the register.</p> <p><b>RESOLVED:</b> The Governing Body have updated and their Declaration of Business Interest information will be published on the school website to ensure compliance, following this meeting</p>	
500.	<p><b><u>Notification of items to be brought up under Any Other Business</u></b></p> <p>Notification was given for the following items to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> <li>• Regional Schools Commissioner Letter</li> <li>• Constitution of Governing Bodies</li> <li>• Numbers on Roll</li> <li>• Federation</li> <li>• Pupil Achievements</li> </ul>	
501.	<p><b><u>Election of Vice Chair</u></b></p> <p>No election is necessary because Dr Fleming was elected Vice Chair for one year in May 2017, however, the Governing Body agreed that the term of office should extended to be in line with the Chair.</p>	
502.	<p><b><u>Review of Committees</u></b></p> <p>Prior to reviewing committees the Chair reiterated the importance on all Governors to take an active part in all elements of the work of the school and the Governing body, this meant being active in attending full governing body meetings, getting involved in the work of committees taking on lead governor roles and link governor roles as required. There was consensus that this should be shared amongst all governors and that all would fully play their part.</p> <p>(a) <b><u>Membership</u></b></p> <p><b><u>Curriculum and Standards Committee</u></b></p> <p>Mrs C L Armitage Mrs A Barnes Dr L Fleming Mr S Rodgers Mrs C Wood Mrs R Starrett</p> <p><b><u>Finance and Staffing Committee</u></b></p> <p>Mrs C L Armitage</p>	Governors

	<p>Mrs V Baldwin Mrs A Barnes Mr S Rodgers Miss D Whiteley Mrs C Wood Mr S Cressey Dr L Fleming</p> <p><u>Health and Safety, Grounds and Premises Committee</u></p> <p>Mr S Cressey Mrs C Wood Mr S Talbot Mrs M White</p> <p><u>Performance Management Committee</u></p> <p>Canon J S Robertshaw Mr S Rodgers Miss D Whiteley</p> <p><u>Staff Dismissal Committee</u></p> <p>Canon J S Robersthaw Mr S Rodgers Miss D Whiteley</p> <p><u>Dismissal Appeals Committee</u></p> <p>Mrs V Baldwin Dr L Fleming Mr S Talbot</p> <p><u>Complaints/Pupil Discipline Committee</u></p> <p>To be convened as appropriate</p> <p>(b) <u>Terms of reference</u></p> <p><b>ACTION:</b> That the Terms of Reference be agreed at the first meeting of each committee and circulated at the next full Governing Body meeting.</p> <p>Canon Robertshaw left the meeting at this point.</p>	<p>Committee Chairs</p>
<p>503.</p>	<p><b><u>To Appoint Governors with Specific Responsibilities</u></b></p> <p><b>RESOLVED:</b> That the following governors be appointed with specific responsibilities:</p> <ul style="list-style-type: none"> <li>• Special Educational Needs Governor – Mrs R Starrett</li> <li>• Governor Training Contact – Mrs V Baldwin</li> <li>• Early Years Governor – Mrs G Holden</li> <li>• British Values, Equality, Diversity Governor – Miss D Whiteley</li> </ul>	

	<ul style="list-style-type: none"> <li>• Health and Safety Governor – Mr S Cressey</li> <li>• Gifted and Talented/Most Able Governor – Mrs M White</li> </ul> <p><b>ACTION:</b> Specific responsibilities still to be assigned to governors at the next meeting:</p> <ul style="list-style-type: none"> <li>• Governor for Looked After Children</li> <li>• Child Protection Governor</li> <li>• Safeguarding Governor</li> </ul>	Governing Body
504.	<p><b><u>Chair’s Delegated Powers</u></b></p> <p><b>RESOLVED:</b> That the following powers have been granted by the Governing Body to the Chairman:</p> <ul style="list-style-type: none"> <li>(i) Change of date of a scheduled meeting, for good reason.</li> <li>(ii) Chair’s powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors meeting</li> <li>(iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available to the school.</li> </ul>	
505.	<p><b><u>Delegation of Financial Powers to the Head Teacher</u></b></p> <p><b>RESOLVED:</b> That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> <li>(i) Planning and conducting the affairs of the school to remain solvent.</li> <li>(ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority’s financial regulations and standing orders, and maintaining a sound system of internal controls.</li> <li>(iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to the funding.</li> <li>(iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.</li> </ul> <p>The financial limits are included in the terms of reference of the Finance committee.</p>	
506.	<p><b><u>Minutes of the Meeting held on 11 July 2017</u></b></p> <p>The minutes of the meeting held on 11 July 2017 had been distributed to the Governing Body in advance of the meeting.</p>	

	<p><b>RESOLVED:</b> That the minutes of the meeting held on 11 July 2017 be approved and signed by the Chair as a correct record with the following amendment:</p> <p><u>Reports from Committees</u> (Minute 490 refers)</p> <p>Second bullet point to read: The work on the porch needs to be checked and signed off.</p>	
507.	<p><b><u>Matters Arising</u></b></p> <p><u>Matters Arising – Reports from Committees</u> (Minute 486 refers)</p> <p><b>ACTION:</b> The response to Jo-Anne Sanders is still to be sent.</p> <p><u>Matters Arising – Attendance Policy</u> (Minute 486f refers)</p> <p>The Head Teacher reported that the Attendance Policy has been amended and it has now gone out to parents and is on the website today.</p> <p><u>Matters Arising – Wooldale SEF</u> (Minute 486g refers)</p> <p><b>ACTION:</b> SEF and Evidence to be presented to Governors at the next meeting</p> <p><u>School Improvement – SLT report</u> (Minute 488 refers)</p> <p>The Head Teacher informed Governors that the data would be covered at the next Curriculum and Standards Committee meeting.</p> <p><b>Q: Have we had any feedback from the feasibility study yet?</b> A: No, we would need to contact Sharon Ainley regarding this.</p> <p><b>Q: Is this who I would speak to about the boiler?</b> A: Yes.</p> <p><b>ACTION:</b> Mr Steve Cressey to contact Sharon Ainley regarding feedback and the boiler.</p> <p>The Head Teacher reported that before the holiday it was proposed by the Local Authority that four dwellings would be created within the Lydgate premises for guardians. The sole purpose of this would be for security.</p> <p>The Head Teacher requested a fence area around the caretaker’s bungalow and planning permission for this has now been submitted.</p> <p><b>Q: How is the gate working?</b> A: The electronic mechanism has been turned off, it is open during the day and closed at night time.</p>	<p>Head and Chair</p> <p>Head</p>

508.	<p><b><u>Dates of Future Meetings and Possible Agenda Items</u></b></p> <p><b>RESOLVED:</b> That the next meeting of the Finance and Staffing Committee be held at Wooldale Junior School (in the bungalow) at 7.00pm on: Tuesday 26 September 2017</p> <p><b>RESOLVED:</b> That the next meeting of the Health &amp; Safety, Grounds and Premises Committee be held at Wooldale Junior School (at Kirkroyds) at 7.00pm on: Tuesday 3 October 2017</p> <p><b>RESOLVED:</b> That the next meeting of the Curriculum and Standards Committee will be held at Wooldale Junior School at 7.00pm on: Thursday 5 October 2017</p> <p>All Governors are invited to attend the Curriculum and Standards Committee meeting.</p> <p><b>RESOLVED:</b> That the next meeting of the Full Governing Body will be held at Wooldale Junior School at 7.00pm on: Thursday 23 November 2017</p> <p><b>ACTION:</b> Head Teacher and Chair to set agenda items for the Full Governing Body meeting.</p>	Head and Chair
509.	<p><b><u>Financial Management and Monitoring</u></b></p> <p>The School Fund Audit has been completed.</p> <p><b>ACTION:</b> The School Fund Audit Report will be presented to the Finance Committee, to then be approved at the next full Governing Body meeting.</p>	
510.	<p><b><u>Teacher Appraisal Policy and Teacher Pay Policy</u></b></p> <p>In August 2017, the Department for Education released the latest version of the Teachers Pay and Conditions.</p> <p>The Head Teacher highlighted the main changes to Governors at the meeting.</p> <p>There is a requirement for every Governing Body to review these policies annually. The Kirklees model policies are currently being reviewed.</p> <p><b>Q: Will this be discussed with the Finance Committee?</b> A: Yes as any changes were not taken in to account in the current budget.</p>	
511.	<p><b><u>Policies for Review by Full Governing Body</u></b></p> <p><u>Whistleblowing Policy</u></p>	

	<p>The Kirklees Whistleblowing Policy had been distributed to Governors in advance of the meeting.</p> <p><b>RESOLVED:</b> The Governing Body agreed to adopt the Kirklees Whistleblowing Policy.</p>	
516.	<p><b><u>Consultation on Admissions Arrangements for 2019/20</u></b></p> <p><b>RESOLVED:</b> The Governing Body considered the contents of the report and key dates to be published on the Kirklees website on Wednesday 1 November 2017 and are pleased that priority is likely to be considered for link schools, which would clearly be of benefit to parents of our schools.</p> <p><b>RESOLVED:</b> The Governors confirmed the Wooldale PAN at 60 and the Kirkroyds PAN at 60</p> <p>The Chair encouraged Governors to send feedback or comments to pupiladmissions@kirklees.gov.uk no later than Tuesday 12 December 2017.</p>	
<b>School Improvement</b>		
517.	<p><b><u>Review of 2016/17 SDP and Proposed Objectives for 2017/18 SDP</u></b></p> <p>The 2016/17 School Development Plan was reviewed at the last meeting.</p> <p>The 2017/18 School Development Plan had been distributed to Governors in advance of the meeting.</p> <p>The Head Teacher explained that there are now only three sections in the School Development Plan, all still linked to the Ofsted framework, as follows:</p> <p><u>1) Outcomes for Pupils – Two Objectives</u></p> <p>The Head Teacher reported range of strategies and approaches to raise standards in reading and attainment in writing. It is very clear that staff are very keen and happy to make changes but these changes must have an impact and be effective.</p> <p><u>2) Quality of Teaching and Learning – Three Objectives</u></p> <p>The Head Teacher reported a range of strategies and approaches relating to the teaching and learning of computing; an effective assessment system for foundation subjects and the development of wildspace at Kirkroyds.</p> <p><u>3) Leadership and Management – Two Objectives</u></p> <p>The Head Teacher reported on priorities relating to the further development of the Federation and more effective deployment of teaching assistants.</p>	Governors

	<p>The Chair proposed a link Governor for each objective within the School Development Plan, this was considered to be a sensible approach.</p> <p><b>RESOLVED:</b> The following School Development Plan link Governors were agreed at the meeting:</p> <ul style="list-style-type: none"> <li>• 2.1) Computing – Dr L Fleming</li> <li>• 2.3) Wild Space – Mr S Cressey</li> <li>• 3.1) Further Links – Mr S Talbot</li> <li>• 3.2) Teaching Assistants – Mrs V Baldwin</li> </ul> <p><b>ACTION:</b> Governors to read the School Development Plan, send feedback to the Head Teacher and consider remaining elements they would like to act as the link governor for.</p>	Governors
518.	<p><b><u>Reports from Committees</u></b></p> <p>Draft Minutes of the Finance and Staffing Committee held on 11 July 2017 were distributed to Governors in advance of the meeting and a verbal feedback</p>	
519.	<p><b><u>Dyslexia Project Update</u></b></p> <p><b>ACTION:</b> Item to be removed as a standing item as it will now be included as part of the usual business of the Curriculum and Standards Committee.</p>	Governor Clerking Service.
520.	<p><b><u>Collaboration Update</u></b></p> <p>The Head Teacher reported that as part of the family of schools collaboration a code of conduct has been developed and there will now be some work done between Kirkroyds, Wooldale, Netherthong and Hinchliffe Mill schools. The Head Teacher has visited both schools before the summer and will report further on the work in future meetings.</p>	
521.	<p><b><u>Review of Electronic Communication with Parents (Minute 493 refers)</u></b></p> <p>Information and Guidance – Electronic Communication with parents had been distributed to Governors in advance of the meeting.</p> <p>The Head Teacher has researched different electronic communications policies and in the absence of any clear criteria from the Local Authority, has put something together for the time being but Governors are keen to know how the GPDR will affect schools in the future and will await further information from the Local Authority.</p> <p><b>Q: Is it manageable for staff that parents can contact staff directly via email?</b> A: Yes, it has been so far, but will be kept under review.</p>	

	<p><b>Q: Are all parents made aware that this is an option?</b> A: Yes.</p> <p><b>RESOLVED:</b> The Governors approved the Electronic Communication Information and Guidance.</p>	
522.	<p><b><u>Governor Training and Governor Visits</u></b></p> <p>There were no visits or training to report.</p> <p>The Head Teacher, Deputies and Chair are attending an Ofsted briefing on short inspections on Monday.</p> <p>The Chair is attending the NGA regional meeting in October 2017.</p> <p>The Chair encouraged Governors to attend the training as provided by the Governor Clerking Service.</p>	
<b>Governing Body Matters and Statutory Responsibilities</b>		
523.	<p><b><u>Safeguarding</u></b></p> <p>The Head Teacher gave a verbal update on at the meeting: 1 family with two children on a child protection plan, which means the children are at risk of sig harm Two families four children on a child in need plan Two families four children on a single assessment Two looked after children at wooldale Four children with special guardianship orders.</p>	
524.	<p><b><u>Any Other Business</u></b></p> <p>There were no matters to be brought up under Any Other Business.</p> <p>(a) <u>Regional Schools Commissioner Letter</u></p> <p>The Chair reported that a response was sent to the Regional Schools Commissioner regarding being a coasting school on 31<sup>st</sup> January 2017, a response was then received from the Regional Schools Commissioner in March 2017, thanking the school for the information however stating that they still believed help was needed and that they would be in touch again with further information. No further information has been received at this stage.</p> <p>A further response has now been drafted and was distributed to Governors at the meeting.</p> <p><b>Q: Our results have gone down, has the gap widened?</b> A: Unfortunately, yes.</p> <p><b>Q: Were there any other significant achievements not related to results?</b> A: Yes.</p>	

	<p>The Governors suggested elaborating further on the positives in the proposed response.</p> <p><b>ACTION:</b> Head Teacher and Chair to amend the letter and send as discussed.</p> <p>(b) <u>Constitution of Governing Bodies</u></p> <p>The Head Teacher reported that there is some new statutory guidance regarding Governing bodies and highlighted that Elected Parent and staff governors can now be removed as co-opted governors always could be, in exceptional circumstances.</p> <p>(c) <u>Numbers on Roll</u></p> <p>The Chair reported all classes at Kirkroyds have 26/27 pupils, so at 168 this is the highest number on roll for a very long time</p> <p><b>Q: Is this because of the new housing?</b> A: The majority is, yes.</p> <p>The Head Teacher reported that the number or roll at Wooldale is currently 235, expected to go down by two with an admissions appeal next week for a child in Year 6. Two students have transferred with an EHCP and full time hours and have been successful with two applications for EHCPs so there are still 8 children on roll with EHCP's.</p> <p>(d) <u>Federation</u></p> <p>The Head Teacher has discussed how the federated schools can work closer together, with teaching staff and the senior management team, as the schools have now been federated for four and a half years.</p> <p>The Headteacher would like the Governors to consider how the federated schools can now work closer together.</p> <p>The Headteacher has contacted Linda Goodall (Head Teacher at Honley J I &amp; N) who has just gone through an amalgamation process. One of previous concerns was that the school would be at a financial disadvantage, which was confirmed by Linda, who also suggested that this could be discussed with David Gearing at the Local Authority.</p> <p>There are other options including a new name for the federation and one logo for the federation</p> <p><b>ACTION:</b> Head Teacher to contact David Gearing, and for this to be an agenda item at the next School Business Governing Body meeting.</p> <p>Canon Robertshaw re-joined the meeting at this point.</p>	<p>Head Teacher and Chair</p>
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	<p>(e) <u>Pupil Achievements</u></p> <p>The Head Teacher reported that three pupils were winners in Walker Morris completion this year and six runners up which is a fantastic achievement.</p> <p><b>Q: How much does school get from this?</b> A: £750 in total</p> <p>Year 6 pupil successfully auditioned for School of Rock, currently performing on stage in London's West End. The Head Teacher is exploring a coach trip for staff, parents and pupils to go and watch the show in February 2018.</p> <p>In addition to this, there is a pupil taking part in a national trampolining completion and a pupil competing in a national tennis championship.</p>	
525.	<p><b><u>Agenda, Minutes and Related Papers – School Copy</u></b></p> <p><b>RESOLVED:</b> That no minutes be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The meeting closed at 8.50pm.